

ENTRY LEVEL I PROGRAM

INCREMENTAL RATE ADJUSTMENT

FOR PROVISIONALLY QUALIFIED INTERPRETERS

Following are the requirements to participate in the Entry Level I Program - Incremental Rate Adjustment for Provisionally Qualified Interpreters (Program).

Purpose

To ensure that noncertified interpreters are making demonstrable progress to become certified, and to provide a meaningful financial incentive to encourage all interpreters to gain the skills to become certified.

Who can participate?

The Program is only available to noncertified interpreters in the following languages: Arabic, Cantonese, Japanese, Korean, Spanish, Portuguese, Tagalog, and Vietnamese who have met the requirements listed below.

What are the requirements?

To participate in the Program you must meet the following criteria:

Initial Requirements

- Have passed the written component of the state certified court interpreter examination within the past 24 months (from the date the application is submitted to the Administrative Office of the Courts) or be certified as an administrative hearing interpreter after January 1991, and
- Complete the Judicial Council's Ethics Training Seminar, and
- Be qualified by each local trial court that you provide interpreting services pursuant to Rule 984.2 of the California Rules of Court. (Attach a copy of the **first** Finding of Provisional Qualification and Order of the Presiding Judge from the **first** local trial court that deemed you qualified. You do not need to submit subsequent orders from other county trial court systems; however, you are required to submit renewal orders, and
- Submit Part I of the Application for the Incremental Rate Adjustment Program for Provisionally Qualified Court Interpreters to the Administrative Office of the Courts for approval. Part II of the Application must be submitted after the first 12 months of participating in the Program.

Ongoing Requirements

- Take the oral component of the state certified court interpreter examination at least one time within the first twelve months and submit your test results to the AOC.
- Pass the oral component of the state certified court interpreter examination within 24 months after the date of your of being accepted into the program.

Are there any time restrictions?

Participation in the Program is limited to a maximum period of 24 consecutive months. However, if you are a Spanish interpreter **and** if the population of the county that deemed you provisionally qualified is 80,000 or greater, you are only eligible to participate in the Program for a maximum of 12 months. Acceptance in the Program is on a one-time basis. If your status in the Program is revoked, you are not eligible for reinstatement.

What if I pass the oral component?

Once you pass the oral component on the state certified court interpreter examination and have submitted your application to the Judicial Council, you will immediately become a certified court interpreter and receive the higher daily rate. You will not have to remain in the Program for the entire 24 consecutive month period.

Additional questions?

For more information on the Entry Level I Program - Incremental Rate Adjustment for Provisionally Qualified Interpreters, please contact Shireen Advani, Court Interpreters Program, at 415-865-7606.

INITIAL – PART I
APPLICATION FOR THE
ENTRY LEVEL I PROGRAM - INCREMENTAL RATE ADJUSTMENT FOR
PROVISIONALLY QUALIFIED COURT INTERPRETERS

Please type or print clearly and legibly in ink.

Section I – Candidate Profile

Name		
Address		
City	State	Zip
Telephone	Pager	
E-Mail	Social Security #	
Languages Interpreted		

Section II - Initial requirements to participate in the Incremental Rate Adjustment Program

- ☐ I passed the written component of the state certified interpreter examination within the past 24 months, (from the date application is submitted to the AOC) or I was certified as an administrative hearing interpreter after January 1991.
- ☐ I completed the Judicial Council's Ethics Training Seminar on _____.
- ☐ I was qualified by _____ Court pursuant to Rule 984.2 of the California Rules of Court on _____. (Please attach a copy of the **first** Finding of Provisional Qualification and Order of the Presiding Judge from the **first** local trial court that deemed you qualified and return within 10 business days or your payment at the higher level may be delayed. You **do not** need to submit subsequent orders from other courts or counties; however you are required to submit renewal orders.)
- ☐ Submit original to:

Administrative Office of the Courts–Court Interpreters Program
Attn: Shireen Advani
455 Golden Gate Avenue
San Francisco, California 94102
- ☐ I understand that participation in the Incremental Rate Adjustment Program is limited to a maximum period of 24 consecutive months, or a maximum of 12 consecutive months for Spanish interpreters in counties with a population greater than 80,000. I am only eligible on a one-time basis and I am not eligible for reinstatement into the program at a later date.
- ☐ I understand that in order to remain in the program, I must take the oral component of the state certification examination within 12 months of being accepted in the program.

I declare under penalty of perjury under the laws of the State of California that the information provided above is true and correct.

Signature

Date

- ☐ Approved by the Administrative Office of the Courts/Court Interpreters Program and notification to the interpreter on _____.

ON-GOING – PART II
APPLICATION FOR THE
ENTRY LEVEL I PROGRAM - INCREMENTAL RATE ADJUSTMENT FOR
PROVISIONALLY QUALIFIED COURT INTERPRETERS

Please type or print clearly and legibly in ink.

Procedures: Please submit the original to the Administrative Office of the Courts and retain two copies for your files. You will be required to submit one of the copies for the second compliance period.

Section I – Candidate Profile

Name		
Address		
City	State	Zip
Telephone	Pager	
E-Mail	Social Security #	
Languages Interpreted		

Section II - Ongoing activities required to continue to receive the Incremental Rate Adjustment

The taking of the oral component requirement for the first compliance period must be completed within 12 months of the first *Finding of Provisional Qualification and Order of the Presiding Judge* from the first local trial court that deemed you qualified.

- ☐ I took the oral component of the certified court interpreter examination on _____, which is not more than 12 months after the date that I was initially qualified by _____ Court. A copy of my oral examination results is attached.
- ☐ I passed the oral component of the certified interpreter examination on _____, which is not more than 24 months after the date that I was initially qualified by _____ Court. A copy of my oral examination results is attached.

Please mail to:

Administrative Office of the Courts–Court Interpreters Program
Attn: Shireen Advani
455 Golden Gate Avenue
San Francisco, California 94102-3660